

Date and Time: **Wednesday, August 19, 2020 5:45 P.M.**
Location: City Hall, Room 205, 101 South Blvd., Baraboo
Others Noticed: S. Fay, B. Stelling, T. Wickus, S. Sloan, Tiffany Sloan, Samantha Ramsey
Brunker, Mike Yount, Brenden McDaniel, Andrew Adams
Others Noticed E. Geick
Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of July 15, 2020.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee – Report from June 9, 2020 meeting
6. Finance Committee
7. Parking Committee
8. Promotions Committee – Report from July 7, 2020 meeting

OLD BUSINESS

- Seminars and Classes

NEW BUSINESS

- Update from Ed on draft BID By-laws
- Elect Andrew Adams for secretary
- Approval of vouchers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – September 16, 2020 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.

Agenda prepared by S. Fay
Agenda posted by D. Munz on 08/13/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes

7/15/20

Present:

Members: S. Fay, B. Stelling, T. Wickus, A. Adams, S. Ramsey Brunker, B. McDaniel

Others: E. Geick

Absent:

Members: S. Sloan, T. Sloan, M. Yount

President Fay called the meeting to order at 5:47 PM

Approval of June 2020 minutes: Wickus/McDaniel

Adoption of Agenda: Wickus/McDaniel

President: None

Secretary: None

Treasurer: None

Appearances: Several baskets have fallen down but are undamaged and being regularly re-hung; Dog waste bags have been given to Mayor; Basket watering bill for May – July, incl. travel expenses rec'd

Business Development: L. Steffes' development programs are ongoing

Finance: None

Parking: Weeds are sprayed; Second round of spray has occurred; Third or more rounds may be necessary; Issue of weeds in alleys raised

Promotions: Farmer's market is growing; Reviewing grants for farmer's markets; Hearing new ideas for promotion of farmer's market at next meeting; L. Steffes' Facebook promotion is going well; Future discussion of what to do with money for events which may be cancelled

Old Business:

- Recap
 - Discussion of charges for administration charges; E. Geick will be reviewing administration charges
- Financials
 - See Recap, above

New Business:

- Welcome back Ed!
- Seminars & Classes
- Approval of Vouchers

- Basket Watering (Appearances)
 - Willy Deppe \$2,610.00
 - May – June watering
- Approved: Wickus/McDaniel
- Discussion of possible mask signs
 - Creating same sign for everyone for continuity
 - Negative general reaction right now, given no current state/county mandate
- New Secretary Seat
 - Tabled until next month

Next Meeting:

- Elect new secretary

Motion to adjourn at 6:34 PM by Stelling/Wickus.

Respectfully Submitted,
Andrew Adams
Secretary

**CITY OF BARABOO**101 SOUTH BLVD
BARABOO WI 53913

608-355-2700 Phone

INVOICE

Invoice Number: 11791
 Invoice Date: 06/30/2020
 Customer Number: 77
 Amount Due: \$94.14
 Due Date: 07/30/2020

Bill to: Business Improvement District
 Baraboo WI 53913

Parcel #:

Quantity	Description	Unit Price	Net Amount
1	BID HEALTH 2ND QTR 2020	15.99	15.99
1	BID WAGES 2ND QTR 2020	62.10	62.10
1	BID SS 2ND QTR 2020	4.46	4.46
1	BID RETIREMENT 2ND QTR 2020	5.05	5.05
29	BID COPIES B/W 2ND QTR	.02	.58
28	BID COPIES COLOR 2ND QTR 2020	.07	1.96
1	BID POSTAGE 2ND QTR 2020	4.00	4.00
BANK 10 FUND		Invoice Total:	\$94.14

Return This Portion with Your Payment

06/30/2020 Customer Number: 77

Amount Due: \$94.14

Amount Paid: _____

Customer Name: Business Improvement District

Invoice Number: 11791

Make Check Payable to:

Baraboo WI 53913



Check box for address change and
print correct address on reverse side

CITY OF BARABOO101 SOUTH BLVD
BARABOO WI 53913

608-355-2700 Phone

CITY OF BARABOO

BUSINESS IMPROVEMENT DISTRICT ("BID") BY-LAWS

Revised: March 21, 2012

Revised: xxxx, 2020

I. BOARD COMPOSITION.

A. The City of Baraboo Business Improvement District Board of Trustees ("**Board**") will consist of nine members appointed by the Mayor and confirmed by the City Common Council. The members shall be as follows:

- | | |
|---|---|
| <p>4 -- Owners of properties located within the BID, with at least two or the four being owner-occupants.</p> | <p>2 -- Retailer tenants (may be owner-occupant or tenant).</p> |
| <p>2 -- Service providers (may be owner-occupant or tenant).</p> | <p>1 -- Member of City Common Council.</p> |

B. The terms of office shall be for three years, and the terms shall be staggered. The terms of office shall commence on May 1, 1999. The City Clerk or designee shall maintain an up-to-date list of the members and their respective terms.

C. When a Board member is no longer qualified for membership on the Board, said member shall be disqualified upon the appointment of a successor by the Mayor who shall make such an appointment within sixty (60) days after the Board member is no longer qualified. Qualifications are expressed in "A," above.

II. FUNCTION OF BOARD

A. In accordance with §66.1109, Wis. Stats., the Board shall implement the Operating Plan for the BID. The Operating Plan shall be funded through special assessments which are based on the equalized value of all the non-exempt properties in the BID.

B. Annually, the Board shall consider and may make amendments to the Operating Plan for the BID. The Board President shall submit any proposed amendments to the Baraboo Common Council by way of the Finance and Personnel Committee for its approval.

C. The Operating Plan shall include the current year annual BID budget and shall specify the kind, number and location of proposed expenditures.

D. The Board shall prepare and make available to the public annual reports describing the current status of the BID, including expenditures and revenues. The report shall include one of the following:

1. If the cash balance in the segregated account described under §66.1109(4), Wis. Stats., equaled or exceeded \$300,000 at any time during the period covered by the report, the City shall obtain an independent certified audit of the implementation of the operating plan.
2. If the cash balance in the segregated account described under §66.1109(4), Wis. Stats., was less than \$300,000 at all times during the period covered by the report, the City shall obtain a reviewed financial statement for the most recently completed fiscal year.

The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.

- E. Pursuant to §66.608(4), Wis. Stats., all monies received for the benefit of the BID shall be placed in a segregated account by the City treasury and managed by the City Treasurer, overseen by the BID Treasurer.

III. **OFFICERS**

- A. Annually at its regular May meeting, the Board shall elect from among its members a President, Vice-President, Treasurer and Secretary, for the term of one (1) year. Officers may be reelected consecutive years.
- B. The President shall preside at meetings of the Board, shall prepare the agendas for all regular meetings of the Board, shall have general supervision of the activities of the Board, and, subject to the approval of the full membership of the Board, shall appoint persons to standing and special committees of the Board.
- C. The Vice-President of the Board shall act in the absence of the President.
- D. The Treasurer shall oversee the finances of the organization including preparing monthly reports and vouchers for review by the Board, and forwarding all financial documents to the City Finance Director for future audits.
- E. The City Finance Director will produce monthly financial statements for the organization.
- F. The Secretary shall keep the minutes of the meetings of the Board and sub-committees, and other books and records of the Board, and shall timely submit a true copy of all of the BID and Board records to the City Clerk.

IV. **COMMITTEES.**

- A. Standing Committees. Three members of the Board shall be on each Standing Committee and each Board member shall be on at least one Standing Committee. Each Standing Committee shall meet, at minimum, on a monthly basis. At the first meeting of each Standing Committee after the BID's regular May meeting, the Committee members shall appoint a President, Vice-President and a Secretary. The President shall preside at the Committee meetings, prepare the agendas for the meetings, and act as liaison for the Committee to the Board. The Vice-President shall act in the absence of the President. The Secretary shall keep the minutes of the meetings and shall submit a copy of the Committee minutes to the Board Secretary. One Committee member may hold both positions of Vice-President and Secretary. The Standing Committees of BID are:

1. **APPEARANCE COMMITTEE:** This Committee shall be responsible for the installation and maintenance of flower planters, benches, trash receptacles, weed control and will work with other appearance oriented organizations performing work within the BID, including City Public Works personnel. The Committee will encourage improving the appearance of the downtown by promoting private investment in buildings and working to maintain or increase expenditures on public areas by the City, County and owners.
2. **FINANCE COMMITTEE:** This Committee shall be chaired by the BID Treasurer and shall

review financial records of BID and report records to the Board. The Committee shall maintain communications with the City Finance Director and Treasurer with relation to finances. The Committee shall review vouchers prior to acceptance by the Board members of the BID. The Committee will function on behalf of the BID in addressing employment and supervision of BID employees.

3. **PARKING COMMITTEE:** This Committee shall work with the government and BID residents to identify parking problems and solutions. The Committee will work with other organizations interested in parking questions within BID. The Committee will work with the City and County for increased parking areas and better parking enforcement.
 4. **PROMOTIONS COMMITTEE:** This Committee will carry out marketing and promotional strategies to present a unified image for the downtown Baraboo "shopping center" to the existing trade area and tourists. The Committee will coordinate promotional events with downtown merchants, Downtown Baraboo, Inc., the Baraboo Area Chamber of Commerce and other public or private entities. The Committee will oversee work related to promotions conducted by BID. Also the committee shall be responsible for new promotions and events and "opportunities" which may present themselves during the course of the committee members' tenure.
 5. **BUSINESS DEVELOPMENT COMMITTEE:** The Committee will coordinate planning and development efforts for bringing new businesses and projects into the downtown area. The Committee will work with the Chamber of Commerce, the Community Development Authority, and economic development organizations to coordinate this activity.
- B. Additional Committees. The Board may, from time to time and upon a majority vote, establish additional standing committees and/or special committees of the Board and determine the number of members and their qualifications. The establishment of additional standing committees requires an amendment to these by-laws.

V. **MEETINGS**

- A. Regular Meetings: The regular meetings of the Board shall be on the third Wednesday of each month, commencing at 5:45 P.M., except that when the day for holding any regular meeting shall be a legal holiday, the regular meeting shall be held on the next following secular day at the same place and hour unless otherwise determined by the Board. The place of the meeting shall be designated by the President, and shall be accessible and open to the public.
- B. Special Meetings:
1. Special meetings of the Board must follow open meeting laws as provided for by §19.85, Wis. Stats., and may be called by the President or in his/her absence the Vice President, at such time as he/she may appoint, by written notice of the purpose and the time thereof to each member, delivered personally or left at his/her usual place of abode or by email, if permitted by the member.
 2. Upon written petition of three or more members of the Board, the President, or in his/her absence, the Vice President, shall call a special meeting of the Board.
 3. Committee meetings are called by the committee chairperson and must follow open meeting status as provided by §19.85, Wis. Stats.

- C. Adjournments: Any regular or special meeting may be adjourned by a majority of the members present, but no adjournments shall be made to a time later than the next regular meeting.
- D. Open Meetings: Except as provided in §19.85, Wis. Stats., all meetings of the Board, including special meetings, and all meetings of any committee, shall be open sessions as defined by §19.82, Wis. Stats. Pursuant to §19.84 Wis. Stats., notice of all meetings shall be given as to time, place and subject matter not less than twenty-four (24) hours prior to the commencement of such meetings, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no event less than two (2) hours in advance of the meeting. In addition, such notice shall be posted for the like period on the City Hall bulletin board and on the City's website. The subject matter of all closed sessions shall be announced by the President and a roll call vote taken on the motion to go into closed session to comply with requirements of §19.85, Wis. Stats.
- E. Rules of Procedure: All Board meetings and committee meetings of the BID shall be conducted in accordance with the policies of BID. In the absence of a policy, the Ordinances of the City of Baraboo shall govern the proceeding and, if no such ordinance is applicable to a specific motion or item of business, the latest edition of Robert's Rules of Order shall govern the proceeding.
- F. Quorum: Five (5) members of the Board shall constitute a quorum, provided that nine (9) members are currently appointed. Should a vacancy occur, quorum is established if one more than one-half (1/2) of the Board is present.
- G. Agenda:
1. A proposed agenda, together with relevant materials shall be prepared by the President and delivered to the members of the Board not later than 4:00 P.M. on the Tuesday prior to each regular meeting. A similar agenda shall be prepared and delivered for special meetings of the Board if time permits. No matter may be acted on by the Board unless it is included in the agenda, except in emergency situations and with a two-thirds (2/3) vote of the members of the Board.
 2. All matters to be acted on at any meeting of the Board shall be submitted to the President no later than twelve o'clock (12:00 P.M.) of the Friday immediately preceding the meeting. All such matters shall be placed on the Public Meeting Notice/Agenda for that meeting, the format of which is attached hereto and is hereby adopted.
 3. Written information necessary to sufficiently inform the Board members about any matter to be acted upon at the meeting shall be submitted to the President at the time the matter is submitted for inclusion to the Agenda. Copies of that information shall accompany all copies of the Meeting Notice/Agenda which are distributed.
- H. Voting. Procedures related to voting are as follows:
1. All votes on all issues shall be by voice vote, with those Board members in favor of a motion voting "AYE" and those opposed to the motion voting "NAY," unless a Board member shall request a roll call vote on a specific motion in which case the Chair shall grant the request with the Secretary noting the request and the identity of the Board member making the request. The Secretary shall also record the name(s) of the Board members voting in favor of the motion, those opposed to the motion and those abstaining.
 2. A Board member may request that their vote be recorded in the minutes. That request must

be made to the Secretary prior to the Board taking up the next item of business on the Agenda.

VI. COMPENSATION/VOUCHER PROCEDURE

- A. In order to be paid, a bill must be signed by an authorized Board member or employee, must be an original copy, and must be submitted to the BID Finance Committee for approval.
- B. All bills to be paid during the current month must be in the hands of the Treasurer no later than twelve o'clock (12.00 P.M.) the Friday immediately prior to the regular monthly meeting of the BID.
- C. All Board members are compensated out of the General Administrative Account for the following expenses necessarily incurred: postage, photocopies and mileage charges. Each charge will be at the standard rates currently approved by the City.
- D. All BID funds are to be turned in to the BID Treasurer or City Treasurer within seventy two (72) hours of receipt. If turned in to the City Treasurer, the receipt shall be turned in to the BID Treasurer within seventy two (72) hours of receipt.
- E. No purchase for or obligation of the BID shall be paid in cash. All such purchases and obligations shall be paid by check issued by the City Treasurer.

VII. FUNDS & BUDGETARY CHANGES

- A. The BID Board is authorized by a two thirds (2/3) vote of its members to transfer expenditures from one sub-account to another within the BID budget, except that transfers from the contingency account may be made by a majority vote of all the Board members provided that such expenditures are for any of the same purposes itemized in the current budget. Any expenditures from the contingency fund for NEW purposes shall require a three-quarter (3/4) vote of the members of the Board pursuant to §65.06 (7) Wis. Stats.
- B. Any non-budgeted items of income received during a fiscal year shall be placed in the contingency fund for that same year.
- C. Budget amendments shall be completed by the City Finance Director after BID has approved it.
- D. A reserve, to be known as the "Reserve for Public Parking, Acquisition and Infrastructure Improvement Reserve" is established to be funded as follows:
 - 1. The unspent balance, as determined by appropriate accounting methods, of the funds for each fiscal year, as of December 31 of each year, shall be placed in a reserve to be used exclusively for acquisition of land for public parking purposes, lighting, marking, signing and landscaping of municipal parking lots, sidewalks, and public placement of receptacles for trash and garbage collection. Funds may be expended for these purposes at any time upon the affirmative vote of any five (5) Board members.
 - 2. Other than for the foregoing purposes, funds shall be expended from this reserve only on the affirmative vote of three-quarters (3/4) of all of the Board members on the BID.

VIII. CITY PAYMENTS

- A. BID shall reimburse the City for its costs for providing the BID with accounting services under the Operating Agreement and these bylaws.
 - a. The annual cost for accounting services shall be a fixed rate initially set at \$1,700.00

total, due and payable to the City in two equal payments of \$850.00 on July 1 and December 1.

- b. The fixed rate will be adjusted every three years based on CPI-U. The adjustment will be calculated by the City in May of the preceding year to the rate change, to allow for the City and BID to budget for the rate change.
 - For example: The rate is set when the CPI is available for May 2020. A letter will be sent from the City Finance Director to BID in July indicating the new cost. They are then able to incorporate the change in their budget for 2021 during their August meeting. This process will occur every three years.
- B. BID shall reimburse the City for all office supplies, such as copies and postage. The City will bill BID on a quarterly basis for these costs.
- C. Interest on BID's segregated account managed by the City Treasurer shall be retained by the City as an offset for non-reimbursed City staff time, not including the audit.

DRAFT

March 21, 2012

CITY OF BARABOO
BUSINESS IMPROVEMENT DISTRICT ("BID") BY-LAWS
FOR THE BARABOO BUSINESS IMPROVEMENT DISTRICT

Revised: March 21, 2012

Revised: xxxx, 2020

As revised by the BID Board on March 21, 2012

I. BOARD COMPOSITION.

A. The City of Baraboo Business Improvement District Board of Trustees ("**Board**") will consist of nine members appointed by the Mayor, and confirmed by the City Common Council. The members shall be as follows:

- | | |
|--|---|
| <p><u>44</u> -- Owners of properties located within the BID, with at least two or the four being owner-occupants.
 (at least 2 owner-occupants)</p> | <p>2 -- Retailer ttenants (may be owner-occupant or tenant).</p> |
| <p>2 -- Service providers (may be owner-occupant or tenant).</p> | <p>1 -- Member of City Common Council.</p> |

A.~~B.~~ The terms of office shall be for three ~~(3)~~ years, and the terms ~~of the Board member~~ shall be staggered. The terms of office shall commence on May 1, 1999. The City Clerk or designee shall maintain an up-to-date list of the members and their respective terms.

B.~~C.~~ When a ~~BID~~ Board member is no longer qualified for membership on the ~~BID~~ Board, said member shall be disqualified upon the appointment of a successor by the Mayor who shall make such an appointment within sixty (60) days after the Board member is no longer qualified. Qualifications are expressed in "A." above.

II. FUNCTION OF BOARD

A. In accordance with §66.1109, Wis. Stats., ~~T~~he Board shall implement the Operating Plan for ~~the Business Improvement District (BID)~~ the BID. The Operating Plan shall be funded through special assessments. ~~The assessment which are will~~ be based on the equalized value of all the non-exempt properties in the BID.

B. Annually, the Board shall consider and may make amendments to the Operating Plan for the BID. ~~It~~ The Board President shall ~~then~~ submit ~~the any proposed amendments plan~~ to the Baraboo Common Council by way of the Finance and Personnel Committee for its approval.

C. The Operating Plan shall include the current year annual BID budget and shall specify the kind, number and location of proposed expenditures.

D. The Board shall prepare and make available to the public, annual reports describing the current status of the BID, including expenditures and revenues. ~~The report shall include an independent certified audit of the implementation of the Operating Plan obtained by the City.~~ The report shall include one of the following:

1. If the cash balance in the segregated account described under §66.1109(4), Wis.

March 21, 2012

Stats., equaled or exceeded \$300,000 at any time during the period covered by the report, the City shall obtain an independent certified audit of the implementation of the operating plan.

2. If the cash balance in the segregated account described under §66.1109(4), Wis. Stats., was less than \$300,000 at all times during the period covered by the report, the City shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.

- E. Pursuant to ~~Sec.~~ §66.608-(4), Wis. Stats., all monies received for the benefit of the BID ~~are shall~~ be placed in a segregated account ~~in~~ by the City treasury and managed by the City Treasurer, overseen by the BID Treasurer.

~~(NOTE: Interest on that account is retained by the City as an offset for non-reimbursed city staff time and accounting time, not including the audit.)~~

III. OFFICERS

- A. Annually at its regular May meeting, the Board shall elect from among its members, a President, Vice-President, Treasurer and Secretary, for the term of one (1) year. Officers may be reelected consecutive years.
- B. The President shall preside at meetings of the Board, shall prepare the agendas for all regular meetings of the Board, shall have general supervision of the activities of the Board, and, subject to the approval of the full membership of the Board, shall appoint persons to standing and special committees of the Board.
- C. The Vice-President of the Board shall act in the absence of the President.
- D. The Treasurer shall oversee the finances of the organization including; preparing monthly reports and vouchers for review by the Board, and forwarding all financial documents to the eCity Finance Directority clerk for future audits.
- ~~D.E.~~ The City Finance Director will produce monthly financial statements for the organization.
- E. The Secretary shall keep the minutes of the meetings of the Board and sub-committees, and other books and records of the Board, and shall timely submit a true copy of all of the BID and Board records to the City Clerk.

F.

IV. COMMITTEES.

- A. Standing Committees. Three members of the Board shall be on each Standing Committee and each Board member shall be on at least one Standing Committee. Each Standing Committee shall meet, at minimum, on a monthly basis. At the first meeting of each Standing Committee after the BID's regular May meeting, the Committee members shall appoint a President, Vice-President and a Secretary. The President shall preside at the Committee meetings, prepare the agendas for the meetings, and act as liaison for the Committee to the Board. The Vice-President shall act in the

March 21, 2012

absence of the President. The Secretary shall keep the minutes of the meetings and shall submit a copy of the Committee minutes to the Board Secretary. One Committee member may hold both positions of Vice-President and Secretary. ~~The Board may, from time to time, establish standing committees or special committees of the Board and determine the number of members and their qualifications.~~ The Standing Committees of BID include:

1. APPEARANCE COMMITTEE: ~~The~~ This Committee shall be responsible for the installation and maintenance of flower planters, benches, trash receptacles, weed control and will work with other appearance oriented organizations performing work within the BID, including City Public Works personnel. The Committee will encourage improving the appearance of the downtown by promoting private investment in buildings and working to maintain or increase expenditures on public areas by the City, County and owners.
2. FINANCE COMMITTEE: This Committee shall be chaired by the BID Treasurer and shall review financial records of the BID and report records to the Board. The Committee shall maintain communications with the City Clerk and City Treasurer Personnel Finance Director and Treasurer with relation to finances. The Committee shall review vouchers prior to acceptance by the Board members of the BID. The Committee will function on behalf of the BID in addressing employment and supervision of BID employees by the BID.
3. PARKING COMMITTEE: The Committee shall work with the government and BID residents to identify parking problems and solutions. The Committee will work with other organizations interested in parking questions within the BID. The Committee will work with the City and County for increased parking areas and better parking enforcement.
4. PROMOTIONS COMMITTEE: This Committee will carry out marketing and promotional strategies which to present a unified image for the downtown Baraboo "shopping center" to the existing trade area and tourists. The Committee will coordinate promotional events with downtown merchants, Downtown Baraboo, Inc., the Baraboo Area Chamber of Commerce and other public or private entities. The Committee will oversee work related to promotions conducted by the BID. Also the committee shall be responsible for new promotions and events and "opportunities" which may present themselves during the course of the committee members' tenure.
5. BUSINESS DEVELOPMENT COMMITTEE: The Committee will coordinate planning and development efforts for bringing new businesses and projects into the downtown area. The Committee will work with the Chamber of Commerce, the Community Development Authority, and economic development organizations to coordinate this activity.

B. Additional Committees. The Board may, from time to time and upon a majority vote, establish additional standing committees and/or special committees of the Board and determine the number of members and their qualifications. The establishment of additional standing committees requires an amendment to these by-laws.

C.B.

March 21, 2012

V. MEETINGS

- A. Regular Meetings: The regular meetings of the ~~BID~~ Board shall be on the third Wednesday of each month, commencing at 5:45 P.M., except that when the day for holding any regular meeting shall be a legal holiday, the regular meeting shall be held on the next following secular day at the same place and hour, unless otherwise determined by the Board. The place of the meeting shall be designated by the President, and shall be accessible and open to the public.
- B. Special Meetings:
1. Special meetings of the Board must follow open meeting laws as provided for by §19.85, Wis. Stats., and may be called by the President, or in his/her absence, the Vice President, at such time as he/she may appoint, by written notice of the purpose and the time thereof to each member, delivered personally or left at his/her usual place of abode or by email, if permitted by the member. ~~at least four (4) hours before the meeting.~~
 2. Upon written petition of three or more members of the Board, the President, or in his/her absence, the Vice President, shall call a special meeting of the Board.
 3. Committee meetings are called by the committee chairperson and must follow open meeting status as provided by §-19.85, Wis. Stats.
- C. Adjournments: Any regular or special meeting may be adjourned by a majority of the members present, but no adjournments shall be made to a time later than the next regular meeting.
- D. Open Meetings: Except as provided in §19.85, Wis. Stats., all meetings of the Board, including special meetings, ~~or and all meetings of~~ any committee, shall be open sessions as defined by § 19.82, Wis. Stats. Pursuant to §-19.84 Wis. Stats., notice of all meetings shall be given as to time, place and subject matter not less than twenty-four (24) hours prior to the commencement of such meetings, unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no event less than two (2) hours in advance of the meeting. In addition, such notice shall be posted for the like period on the City Hall bulletin board and on the City's website. The subject matter of all closed sessions shall be announced by the President and a roll call vote taken on the motion to go into closed session to comply with requirements of §-19.85, Wis. Stats.
- E. Rules of Procedure: All Board meetings and ~~ce~~committee meetings of the BID shall be conducted in accordance with the policies of ~~this~~ BID. In the absence of a policy, the Ordinances of the City of Baraboo shall govern the proceeding and, if no such ordinance is applicable to a specific motion or item of business, the latest edition of Robert's Rules of Order shall govern the proceeding.
- F. Quorum: Five (5) members of the Board shall constitute a quorum, provided that nine (9) members are currently appointed. Should a vacancy occur, quorum is established if one more than one-half (1/2) of the Board is present.
- G. Agenda:
1. A proposed agenda, together with relevant materials, shall be prepared by the President and delivered to the members of the Board not later than 4:00 P.M. on the Tuesday prior to each regular meeting. A similar agenda shall be prepared and delivered for special meetings of the Board if time permits. No matter may be acted on by the Board unless it is included in the

March 21, 2012

agenda, except in emergency situations and with by a two -thirds (2/3) vote of the members of the Board.

2. All matters to be acted on at any meeting of the Board ~~of Directors~~ shall be submitted to the President no later than twelve o'clock (12:00 P.M.) of the Friday immediately preceding the meeting. All such matters shall be placed on the Public Meeting Notice/Agenda for that meeting, the format of which is attached hereto and is hereby adopted.
3. Written information necessary to sufficiently inform the Board members about any matter to be acted upon at the meeting shall be submitted to the President at the time the matter is submitted for inclusion to the Agenda. Copies of that information shall accompany all copies of the Meeting Notice/Agenda which are distributed.

H. Voting. Procedures related to voting are as follows:

1. All votes on all issues shall be by voice vote, with those Board members in favor of a motion voting "AYE" and those opposed to the motion voting "NAY," unless a Board member shall request a roll call vote on a specific motion ~~in~~ in which case the Chair shall grant the request with the Secretary noting the request and the identity of the Board member making the request. The Secretary shall also record the name(s) of the Board members voting in favor of the motion, those opposed to the motion and those abstaining.
2. A Board member may request that their vote be recorded in the minutes. That request must be made to the Secretary prior to the Board taking up the next item of business on the Agenda.

VI. COMPENSATION/VOUCHER PROCEDURE

- A. In order to be paid, a bill must be signed by an authorized-BID Board member or employee, must be an original copy, and must be submitted to the BID Financial Committee for approval.
- B. All bills, to be paid during the current month, must be in the hands of the Treasurer no later than twelve o'clock (12:00 P.M.) the Friday immediately prior to the regular monthly meeting of the BID.
- C. All Board members are compensated out of the General Administrative Account for the following expenses necessarily incurred: postage, photocopies and mileage charges. Each charge will be as the standard rates currently approved by the City.
- D. All BID funds are to be turned in to the BID Treasurer or City Treasurer within seventy two (72) hours of receipt. If turned in to the City Treasurer, the receipt shall be turned in to the BID Treasurer within seventy two (72) hours of receipt.
- E. No purchase for or obligation of the BID shall be paid in cash. All such purchases and obligations shall be paid by check issued by the City Treasurer.

VII. FUNDS & BUDGETARY CHANGES

- A. The BID Board is authorized by a two thirds (2/3) vote of its members to transfer expenditures from one sub-account to another within the BID budget, except that transfers from the contingency account may be made by a majority vote of all the Board members provided that such expenditures are for any of the same purposes itemized in the current budget. Any expenditures

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from the contingency fund for NEW purposes shall require a three-quarter (3/4) vote of the members of the Board pursuant to §65.06 (7) Wis. Stats.

B. Any non-budgeted items of income received during a fiscal year shall be placed in the contingency fund for that same year.

~~B.C.~~ Budget amendments shall be completed by the City Finance Director after BID the Organization has approved it.

~~C.D.~~ A reserve, to be known as the "Reserve for Public Parking, Acquisition and Infrastructure Improvement Reserve" is established to be funded as follows:

1. The unspent balance, as determined by appropriate accounting methods, of the funds for each fiscal year, as of December 31 of each year, shall be placed in a reserve to be used exclusively for acquisition of land for public parking purposes, lighting, marking, signing and landscaping of municipal parking lots, sidewalks, and public placement of receptacles for trash and garbage collection. Funds may be expended for these purposes at any time upon the affirmative vote of any five (5) Board members.
2. Other than for the foregoing purposes, funds shall be expended from this reserve only on the affirmative vote of three-quarters (3/4) of all of the Board members on the BID.

VIII. CITY PAYMENTS.

A. ~~A.~~ BID shall reimburse the City for its costs for providing the BID with accounting services under the Operating Agreement and these bylaws.

a. The annual cost for accounting services shall be a fixed rate initially set at \$1,700.00 total, due and payable to the City in two equal payments of \$850.00 on July 1 and December 1.

b. ~~The Emily:~~ The fixed rate needs will be adjusted every three years based on CPI-U. Similar language as what's existing in the ordinance. The adjustment date should be calculated by the City in May of the preceding year to the rate change, so to allow for the City and BID to budget for the rate change.

- For example: The rate is set when the CPI is available for May 2020. A letter will be sent from the City Finance Director to the Organization BID in July indicating the new cost. They are then able to incorporate the change in their budget for 2021 during their August meeting. Again, this process will occur only once every three years.

B. ~~The~~ BID shall reimburse the City for all office supplies, such as copies and postage. The City will bill BID on a quarterly basis for these costs.

C. Interest on BID's segregated account managed by the City Treasurer shall be retained by the City as an offset for non-reimbursed City staff time, not including the audit. (NOTE: Interest on that account is retained by the City as an offset for non-reimbursed city staff time and accounting time, not including the audit.)

City of Baraboo
 BID Fund 390
 Balance Sheets
 July 31, 2020 and December 31, 2019

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Assets:	July 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 90,506.05	\$ 69,036.42
BID Assessment Receivable	5,083.45	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
Total Current Assets	<u>103,149.27</u>	<u>76,596.19</u>
Total Assets	<u><u>\$ 103,149.27</u></u>	<u><u>\$ 76,596.19</u></u>
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 3,199.48
Due to General Fund	-	1,239.48
Total Liabilities	<u>-</u>	<u>4,438.96</u>
Fund Equity:		
Fund Balance	73,396.71	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	29,752.56	6,006.84
Total Fund Equity	<u>103,149.27</u>	<u>72,157.23</u>
Total Liabilities and Fund Equity	<u><u>\$ 103,149.27</u></u>	<u><u>\$ 76,596.19</u></u>

BID Fund 390

**Income Statement with Comparison to Budget
For The Seven Months Ending July 31, 2020**

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	474.00	1,000.00	47.40
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ 45,993.61	\$ 47,900.00	96.02
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Debt Service	\$ -	\$ -	\$ -	-
Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Capital Projects	\$ -	\$ -	\$ -	-
Community Development				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	1,600.00	2,000.00	80.00
Accounting Services	-	73.97	800.00	9.25
Parking Lot Development	-	675.00	1,500.00	45.00
Appearances/Banners	2,610.00	5,470.31	19,000.00	28.79
Promotions	-	8,362.97	20,500.00	40.79
Business Development	-	-	3,250.00	-
Office Supplies	-	58.80	200.00	29.40
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 2,610.00	\$ 16,241.05	\$ 47,900.00	33.91
Total Expenditures	\$ 2,610.00	\$ 16,241.05	\$ 47,900.00	33.91
Net Revenues/(Expenditures)	\$ (2,610.00)	\$ 29,752.56	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
July 31, 2020 and December 31, 2019

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Assets:	July 31, 2020	December 31, 2019
Current Assets:		
Cash	\$ 1,945.29	\$ 1,945.29
Total Current Assets	1,945.29	1,945.29
Total Assets	\$ 1,945.29	\$ 1,945.29
Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	-	-
Fund Equity:		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
Total Fund Equity	1,945.29	1,945.29
Total Liabilities and Fund Equity	\$ 1,945.29	\$ 1,945.29

City of Baraboo
 BID - Pocket Park Fund 392
 Income Statement with Comparison to Budget
 For The Seven Months Ending July 31, 2020

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Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	

CITY OF BARABOO

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2020 (00/20) Balance	390-10-55180-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Facility Improvements			01/01/2020 (00/20) Balance	390-10-56710-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59230-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59243-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Publishing			01/01/2020 (00/20) Balance	390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total .00 YTD Budget	.00 Unexpended	.00		
Professional Services			01/01/2020 (00/20) Balance	390-69-56700-215-000			.00
04/29/2020 AP		500	BAKER TILLY VIRCHOW KRAUSE LLP **VendorNo: 200 **Inv. No: BT1607403BID **Desc: BID-2019 DEC FINANCIAL AUDIT **Inv. Date: 4/29/2020 **PO No:		1,600.00		
YTD Encumbrance		.00 YTD Actual	1,600.00 Total 1,600.00 YTD Budget	2,000.00 Unexpended	400.00		
Accounting Services			01/01/2020 (00/20) Balance	390-69-56700-219-000			.00
12/31/2019 AP		552	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR CITY WAGES **Inv. Date: 12/31/2019 **PO No:		1,153.91		
12/31/2019 JE		6	JE 12 113 Reverse payable BID invoice from Ci			1,153.91-	
03/31/2020 AP		545	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-WAGES 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		73.97		
YTD Encumbrance		.00 YTD Actual	73.97 Total 73.97 YTD Budget	800.00 Unexpended	726.03		
Parking Lot Development			01/01/2020 (00/20) Balance	390-69-56700-300-970			.00
05/31/2020 AP		868	WILLIAMS LAWN CARE LLC **VendorNo: 3751 **Inv. No: 1289 **Desc: BID-MOWING-DOWNTOWN PARKING LOTS **Inv. Date: 5/31/2020 **PO No:		675.00		
YTD Encumbrance		.00 YTD Actual	675.00 Total 675.00 YTD Budget	1,500.00 Unexpended	825.00		
Appearances/Banners			01/01/2020 (00/20) Balance	390-69-56700-300-971			.00
06/03/2020 AP		570	DOG WASTE DEPOT **VendorNo: 706 **Inv. No: 345506 **Desc: BID-DOG WASTE DISPOSAL BAGS **Inv. Date: 6/3/2020 **PO No:		50.08		
05/20/2020 AP		866	STAMPERS GREENHOUSES **VendorNo: 3749 **Inv. No: 2010744 **Desc: BID-FLOWER BASKETS **Inv. Date: 5/20/2020 **PO No:		2,160.00		

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06/17/2020	AP	867	SCHERTZ, AMY **VendorNo: 3750 **Inv. No: SUMMER2020 **Desc: BID-SUMMER 2020 PLANTERS **Inv. Date: 6/17/2020 **PO No:		650.23		
07/15/2020	AP	906	DEPPE, WILLIE **VendorNo: 3537 **Inv. No: 154 **Desc: BID-FLOWER BASKETS AND WATERING **Inv. Date: 7/15/2020 **PO No:		2,610.00		
YTD Encumbrance		.00	YTD Actual	5,470.31 Total	5,470.31	YTD Budget	19,000.00 Unexpended
					13,529.69		
Promotions			01/01/2020 (00/20) Balance	390-69-56700-300-972			.00
02/18/2020	AP	164	CHAMBER OF COMMERCE BARABOO **VendorNo: 461 **Inv. No: 16063 **Desc: BID-JEM MARKETING PROJECT **Inv. Date: 2/18/2020 **PO No:		5,000.00		
03/05/2020	AP	735	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5720 **Desc: BID-2020 DBI CALENDAR/DEVILS LAKE ADVERTISING **Inv. Date: 3/5/2020 **PO No:		247.50		
03/03/2020	AP	769	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1403 **Desc: BID-FARMERS MARKET WEB HOSTING-3_1_20 TO 3_1_21 **Inv. Date: 3/3/2020 **PO No:		125.00		
12/31/2019	AP	925	WISCONSIN PUBLIC BROADCASTING **VendorNo: 2797 **Inv. No: 03042020 **Desc: BID- 11/30,11/30,12/31,12/31/2019 ADS **Inv. Date: 12/31/2019 **PO No:		1,960.00		
12/31/2019	JE	10	JE 12 122 Reverse BID payable-Wis Public Ra			1,960.00-	
03/30/2020	AP	524	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-033020 **Desc: BID-DEVILS LAKE DIRECTORY 2020 **Inv. Date: 3/30/2020 **PO No:		1,200.00		
05/04/2020	AP	525	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-500420 **Desc: BID-DEVILS LAKE MAP 2020 **Inv. Date: 5/4/2020 **PO No:		525.00		
05/04/2020	AP	526	CAPITAL NEWSPAPERS **VendorNo: 420 **Inv. No: 2580483-500420 **Desc: BID-2020 NEWSLETTER **Inv. Date: 5/4/2020 **PO No:		335.00		
05/19/2020	AP	659	MINUTEMAN PRESS-BARABOO INC **VendorNo: 1670 **Inv. No: 43017 **Desc: BID-FARMERS MARKET POSTERS 2020 **Inv. Date: 5/19/2020 **PO No:		30.38		
03/18/2020	AP	683	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5723 **Desc: BID-DOWNTOWN BARABOO ADVERTISING 2020 **Inv. Date: 3/18/2020 **PO No:		67.50		
06/05/2020	AP	571	DOWNTOWN BARABOO INC. **VendorNo: 723 **Inv. No: 7039 **Desc: BID-FACE MASKS **Inv. Date: 6/5/2020 **PO No:		105.94		
06/17/2020	AP	665	MOH, FRED **VendorNo: 1679 **Inv. No: 06172020 **Desc: BID-MAILING SUPPLIES, FACE MASKS & SOFTWARE **Inv. Date: 6/17/2020 **PO No:		507.75		
06/01/2020	AP	709	ORTNER-BLAKE, LORRAINE **VendorNo: 1847 **Inv. No: 982 **Desc: BID-BILLBOARD DESIGN **Inv. Date: 6/1/2020 **PO No:		218.90		
YTD Encumbrance		.00	YTD Actual	8,362.97 Total	8,362.97	YTD Budget	20,500.00 Unexpended
					12,137.03		

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Business Development			01/01/2020 (00/20) Balance	390-69-56700-300-973			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,250.00 Unexpended	3,250.00	
Office Supplies			01/01/2020 (00/20) Balance	390-69-56700-310-000			.00
12/31/2019	AP	553	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR POSTAGE **Inv. Date: 12/31/2019 **PO No:		64.00		
12/31/2019	AP	554	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR COPIES **Inv. Date: 12/31/2019 **PO No:		21.57		
12/31/2019	JE	5	JE 12 113 Reverse payable BID invoice from Ci			85.57-	
03/31/2020	AP	546	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-COPIES 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		7.80		
03/31/2020	AP	547	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11772 **Desc: BID-POSTAGE 1ST QTR 2020 **Inv. Date: 3/31/2020 **PO No:		51.00		
YTD Encumbrance		.00 YTD Actual	58.80 Total	58.80 YTD Budget	200.00 Unexpended	141.20	
Operating Supplies			01/01/2020 (00/20) Balance	390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance			01/01/2020 (00/20) Balance	390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	
Number of Transactions: 27 Number of Accounts: 14					Debit	Credit	Proof
Total BID:					19,440.53	3,199.48-	16,241.05

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Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2020 (00/20) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2020 (00/20) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2020 (00/20) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 3					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 27 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					19,440.53	3,199.48-	16,241.05